City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

TO: **Competitive Sealed Proposal Evaluation Committee ("CSPEC")**

FROM: **Gregory Pease, Chief of Procurement**

DATE: **October 23, 2017**

RE: **REQUEST FOR APPROVAL TO UTILIZE COMPETITIVE SEALED PROPOSAL PROCESS**

Pursuant to Chapter 126, Part 2, § 126.204, approval is requested to utilize the Competitive Sealed Proposal process to formally procure a contractor for **Medical Examiner's Office Case Management Solution.** As a follow-up to the same, the CSPEC is now requested to review and approve the solicitation documents attached hereto.

More specifically, the CSPEC is requested to review and approve the evaluation criteria as outlined in the attached Request for Proposal ("RFP"). Procurement's review in this matter has revealed that:

The attached Certification Letter and the Scope of Services received from the using agency appear to be in order.

The RFP **has been** reviewed and approved by Risk Management regarding insurance and indemnification requirements.

The RFP **has been** reviewed and approved by EBO regarding JSEB participation goals and EBO recommends: Encouragement Program

It is requested that the CSPEC take these issues into consideration in its review and/or approval in this matter.

CSPEC APPROVAL

Finance Director or designee	Procurement Director or designee
General Counsel or designee	Department/Agency Representative
Public Works Director or designee	

DISTRICT IV MEDICAL EXAMINER'S OFFICE

Serving Duval, Clay, Nassau, Hamilton, & Columbia Counties

Monday, October 23, 2017

TO: Greg Pease, Chief, Procurement

THRU: Dr. Valerie Rao, Chief Medical Examiner Valerie Rao M.D.

FROM: Tim Crutchfield, Director of Operations

RE: **Medical Examiner's Office Case Management Solution**

The Medical Examiner's Office respectfully requests the Procurement Division to proceed with the issuance of a Request for Proposal (RFP) to establish a vendor to provide a software solution for District IV Medical Examiner's Office.

The Office of the Chief Medical Examiner (OCME) has the statutory responsibility (Florida Statute 406.11) for the investigation and certification of any death within its jurisdiction that is sudden, unexplained, or unattended. This responsibility necessitates the utilization of case management system to facilitate the investigative process in the determination of the cause and manner of death, as stated in the RFP minimum requirements.

The evaluated bid process is required due to the specialized nature of the scope included in the RFP. The evaluated bid process ensures that minimum requirements will be met and that an adequate level of service will be provided.

The requested time period of the agreement is for five (5) years with an estimated cost of $617,514.00 for year one (1) and $66,000.00 per year for the remaining years. Funding will be via Index Code MEME011-03109.

The subcommittee responsible for evaluating the submitted bids will be comprised of:

Tim Crutchfield, OCME Director of Operations – 904-255-4012
Jeffrey Brokaw, OCME Chief Forensic Investigator – 904-255-4019
Dr. Peter Gillespie, OCME Associate Medical Examiner – 904-255-4029
Ms. Brittany Barney, OCME Medical Transcriptionist – 904-255-4015
Mrs. Ginny Zuckero, Applications Development Project Manager – 904-255-8625

If any additional information is required please do not hesitate to contact me.

Tim Crutchfield
904-255-4012
tcrutchfield@coj.net

Fleming, Chelsey

From: Zuckero, Ginny
Sent: Monday, October 23, 2017 2:50 PM
To: Fleming, Chelsey
Cc: Crutchfield, Tim
Subject: memo

Chelsey,
I know we've reviewed and sent the memo.
Is there a need to further break down the costs of the project?
I only ask because we have the expected break-down as such – will that matter for the memo/CSPEC?

Capitalized Costs:	Total Est. Cost
Software	$ 337,560
Hardware	$ 39,954
Professional Svcs	$ 240,000
	$ 617,514

Thank you,
Ginny

Ginny Zuckero
Applications Development Project Manager

City of Jacksonville | Information Technologies Division
214 N. Hogan Street
Jacksonville, FL 32202
904.255.8625 (Office)
904.451.8721 (Mobile)
www.coj.net

Fleming, Chelsey

From: Willis, Ann on behalf of RiskReview
Sent: Thursday, August 10, 2017 4:42 PM
To: Fleming, Chelsey; RiskReview
Cc: Freeman, Dustin; Burakowski, Steven
Subject: RE: Risk Review - New System for Medical Examiner's Office RFP
Attachments: ME RFP Final Draft RM Redline 8.10.17.docx; ME RFP Final Draft RM Redline 8.10.17.pdf

Please find attached Risk Management's redline of the above RFP.
Also attached is the stamped Risk Management approved pdf.
Risk Management has concluded our review unless further assistance is required.

Ann Willis, AINS, CRIS
Property and Casualty Compliance Administrator
Risk Management Division
Department of Finance
City of Jacksonville
117 W Duval Street, Suite 335
Jacksonville, Fl 32202
(904) 630-7891 (o)
(904)630-2100 (f)
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From: Fleming, Chelsey
Sent: Friday, June 30, 2017 10:14 AM
To: RiskReview
Cc: Freeman, Dustin; Burakowski, Steven
Subject: Risk Review - New System for Medical Examiner's Office RFP

Please see the attached Risk Review request form along with the New System for the Medical Examiner's Office RFP document for review. If you have any questions, please let me know.

Thank you,
Chelsey Fleming
Purchasing Analyst
Procurement Division
City of Jacksonville
cfleming@coj.net
Direct 904.255.8826